



**United States Bankruptcy Court  
Office of the Clerk  
Middle District of Florida  
Jacksonville Division**



**POSITION VACANCY**

**Position:** Network Administrator  
**Location:** Jacksonville, Florida  
**Starting Salary Range:** \$41,786 – 57,408\*  
CPS CL 26/1 to 27/25

**Date:** February 22, 2010  
**Announcement No.** 10-05  
**Closing Date:** March 5, 2010

The United States Bankruptcy Court Clerk's Office, Jacksonville Division, has an immediate opening for the position of Network Administrator.

**REPRESENTATIVE DUTIES**

The Network Administrator coordinates and oversees the court unit's information technology networks. The Network Administrator performs routine network administration as well as complex network administration duties, including developing standards, recommending network infrastructure changes, and coordinating and implementing network security measures. The incumbent is responsible for high-level and long-term design and analysis of court units' network systems. This includes, but is not limited to, networks, telecommunications, courtroom technology and desktop systems within the court. This position provides technical support to judges, chambers staff and the Clerk's Office primarily in the Jacksonville Division. Moderate physical effort may be involved in moving, connecting or troubleshooting equipment. The position reports to the Manager and Assistant Manager of Information Technology.

**MINIMUM QUALIFICATION REQUIREMENTS**

Three (3) years of work experience as follows: At least two (2) years progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and knowledge for accomplishing the work for the court; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills and abilities in the resolution of network problems. One (1) year of specialized experience performing duties which allowed the incumbent to gain knowledge of theories, principles, practices, and usage of computer hardware and software; knowledge of operating systems, servers, and workstation products. Occasional travel is required. The incumbent must be able to lift items weighing approximately 50 pounds.

In addition, the ideal applicant will possess the following experience and abilities:

- Good organizational and planning skills.
- Experience with Novell, Microsoft desktop and server 2003 systems as well as Linux based server systems.
- Demonstrated skill in diagnosing all type of computer hardware and software problems.
- Ability to resolve computer problems in a logical manner during stressful situations.
- Experience with desktop migrations to new operating system such as Vista or Windows 7.
- Experience with the integration of virtual technologies and SAN technologies to facilitate COOP and disaster recovery processes as well as to insure the high availability demands of the federal judiciary, the bar, and the public.

- Experience with Microsoft Server 2003/2008 and the design, configuration, and management of Microsoft Active Directory.
- Experience with network backbones including switch configuration and network wiring.
- Experience with the migration from a Novell Netware environment to Microsoft Server and Active Directory would be an added bonus.
- Ability to load, transport, and rack mount computer hardware such as servers and SANs.
- Highly motivated, reliable, and able to hit the ground running.
- Professional appearance and demeanor.
- Ability to remain calm, productive and professional in stressful situations.

### **EDUCATION SUBSTITUTIONS**

Education above the high school level in an accredited institution may be substituted for general experience on the basis of one (1) academic year equals one (1) year of experience. Preferably, such studies should have included courses in information technologies and computer science.

### **APPLICATION AND SELECTION**

Qualified applicants are invited apply on-line at [13252021@FTUJobs.com](mailto:13252021@FTUJobs.com); all applicants must attach a complete resume in PDF format. Otherwise, applicants are invited to submit a cover letter and current resume to: Celia Rodenmeyer, Human Resources Manager, Announcement # 10-06, United States Bankruptcy Court, 801 North Florida Avenue, Tampa, FL 33602-3899

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged; qualified applicants will be contacted for a personal interview. Selection status will be posted on this website for all available positions, therefore no phone calls, faxes or e-mails will be accepted.

The best-qualified applicants will be invited for interviews; interviews will be conducted in our Jacksonville Office. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

### **INFORMATION FOR APPLICANTS**

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

\*Starting salary commensurate with work experience, previous court experience and prior pay history. The top classification for this position is a CL 28.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

### **EMPLOYEE BENEFITS**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees: merit and classification increases; ten (10) paid holidays per year; vacation and sick leave; choice of health benefit plans; group life, long-term disability and long-term care insurance program; participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis and participation in Federal Employees Retirement System

*The United States Bankruptcy Court is an equal opportunity employer*